



NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NorthwestFire.org



Fire District Governing Board Regular Meeting Minutes August 24, 2021

1. Call to Order/Roll Call/Affirmation of Quorum

Present: Bruce A. Kaplan, Vice Chair
David Talas, Board Member
Peg Green, Clerk
Cyndell Chanek, Board Member

Absent: George Carter, Chairman

2. Salute to the Flag of the United States of America

Vice Chairman Kaplan led the Pledge of Allegiance to the flag.

3. Presentation of Service Awards

Chief Bradley recognized Town of Marana Water Operator, Alex Villa, and presented him with the Civilian Lifesaving Award for his courageous actions on July 29, 2021, which helped save the life of a 14-year-old boy who was being attacked by bees.

Chief Bradley recognized the following promotions and administered the Loyalty Oath:

Jared Wellman, Paramedic
Richard Kopecky, Engineer
Dan Ingram, Fire Inspector II

4. Public Forum

No members of the public requested to speak.

5. Consent Agenda

Vice Chair Kaplan announced that item G would be tabled until the following month.

MOVE TO APPROVE ITEMS A-F AND H-I ON THE AUGUST 2021, CONSENT AGENDA AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

A. Approval of the Minutes of the July 27, 2021, Regular Governing Board Meeting, Including the Executive Session Minutes

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- B. Adoption of Resolution No. 2021-035 Ordering the Dove Mountain Investors LLC Lot 118 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 14503 N Yellow Dome Place (Parcel 218-19-1230) and is North of Dove Mountain Boulevard and West of Secret Springs Drive in Marana, Pima County, Arizona

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- C. Adoption of Resolution No. 2021-036 Ordering the Dove Mountain Investors LLC Lot 99 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6313 W Sunlit Bridge Place (Parcels 218-19-1030 and 218-19-1040) and is North of Dove Mountain Boulevard and West of Secret Springs Drive in Marana, Pima County, Arizona

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- D. Adoption of Resolution No. 2021-037 Ordering the Bourdette Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6074 W Seven Sagueros Circle (Parcel 218-19-2080) and is North of Dove Mountain Boulevard and East of Secret Springs Drive in Marana, Pima County, Arizona

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- E. Adoption of Resolution No. 2021-034 Approving and Authorizing the Execution of an Easement Amendment and Encroachment Agreement with El Paso Natural Gas Company, LLC, to Enable the District to Develop its new Administration Facility

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- F. Request for Approval to Purchase 23 Protective Firefighting Ensemble Sets Enabling the District to Keep the Protective Firefighting Ensemble Program Intact

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- G. Approval to Purchase Audio-Visual (AV) Equipment and Networking Technologies to be Deployed in the new Northwest Fire District Administration Building

This item was tabled.

- H. Approval of a Professional Services and Training Agreement Between the Northwest Fire District, Banner Medical Group, and the University of Arizona for Administrative Medical Control and Training Services

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- I. Approval to Accept a Federal Emergency Management Agency (FEMA) Fire Prevention and Safety Grant Award (FP&S), in the Amount of \$26,495.60, for an Inflatable Fire House, Electronic Plans Review Workstation, and Handheld VOC Detector

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

6. **Fire Chief's Report**

Chief Bradley stated that reports were included in packet and made himself and staff available for questions. There were no questions.

- A. Fire Chief's Board Report
- B. Essential Services Board Report
- C. Operational Services Report
- D. Human Resource Services Board Report
- E. Administration Services Board Report
- F. Technical Services Board Report

7. **Financial Reports**

- A. Finance Reports

Kim Sotomayor, Business Services Director, stated that the packet included financial reports from the period ending July 2021, the first month of the new fiscal year. She reported that General Fund expenses were running 3% lower, primarily due to the timing of invoices coming in and the accrual of some expenses into the prior fiscal year. General fund revenues were typical for July, with some prior year property tax collections. Current year property tax collections were expected to begin in October. Sotomayor stated that Ambulance Fund revenue was approximately \$96,000 for July and consisted primarily of collections of billing from prior months. All fund balances remained positive and pooled cash was balanced. She explained that beginning fund balances were subject to change as the end of year audit progressed. Sotomayor made herself available for questions.

Vice Chairman Kaplan stated that each month, financials are more and more complete, and he expressed his appreciation for the hard work. Sotomayor replied that she would pass the message along to the Finance team.

MOVE TO APPROVE THE DISTRICT'S JULY 2021 DISBURSEMENTS REPORT AS PRESENTED

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member David Talas

Vote: 4 - 0 - Unanimously

8. **Business**

- A. Adoption of Resolution No. 2021-038 Approving the Equipment Loan Agreement Between Northwest Fire District (NWFD) and Central Arizona Fire and Medical Authority (CAFMA)

Scott Draper, Assistant Chief of Essential Services, explained that the agreement was for one reserve ambulance, Shop 0902, to be on loan to CAFMA for up to 90 days. He further explained that the agreement supports Goal 3 of 2020-2024 Strategic Plan to maximize collaboration with outside partners and stakeholders. CAFMA is a similar sized, progressive fire agency. Northwest Fire staff have a good relationship with CAFMA, having served on numerous boards and promotional processes together. CAFMA was instrumental in providing specifications for our Flashover Chamber. Recently, staff spent time with members of CAFMA at the Arizona Fire District Association Conference and discussed transport reliability issues. They are working through the process with Arizona Department of Health Services to obtain a Certificate of Necessity (CON). They have reached out to several agencies across the state to ask for assistance. Mesa Fire loaned two and will loan two more in October. CAFMA currently staffs ten full-time and two reserve stations, covering 365 square miles in Yavapai County. The coverage area encompasses approximately 100,000 residents of Chino Valley, Prescott Valley, Dewey-Humboldt, and other unincorporated areas. Draper explained that the timing was good for the District because the 21-01 Academy just completed so the reserve truck that is used for academies is available as well as PM 332 which is no longer needed as part of the Arizona Department of Transportation (ADOT) intergovernmental agreement (IGA). Chief Draper made himself available for questions.

Vice Chairman Kaplan asked how long the agreement would last. Chief Draper advised that the

agreement was for 90 days, but was flexible and could be severed if needed. He further explained that CAFMA advised that if they received two more from Mesa, they could return Shop 0902. Draper stated that he does not anticipate the loan extending beyond 90 days. Kaplan asked if it would interfere with the next academy. Chief Draper explained that it would not as it will arrive two weeks after the academy start date and the District also had PM332 available.

Vice Chairman Kaplan stated that Chief Freitag has been very active in the state fire service and that he was happy to help his department.

Member Talas stated that this was a wonderful way to help out another agency. He added that he has a small concern about other agencies having an expectation that the District will always be in a position to help, but stated that he felt it was a good scenario in this case. Vice Chairman Kaplan noted that the loan was situational and if the District was not positioned to help it wouldn't.

MOVE TO APPROVE RESOLUTION NO. 2021-038 APPROVING THE EQUIPMENT LOAN AGREEMENT BETWEEN NORTHWEST FIRE DISTRICT (NWFD) AND CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY (CAFMA)

Motioned by Vice Chair Bruce A. Kaplan, seconded by Board Member Cyndell Chanek

Vote: 4 - 0 - Unanimously

9. Future Agenda Items

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

Clerk Green asked for an update on the Picture Rocks feasibility study. Chief Bradley replied that staff is still waiting for financial documents, but will provide a status update next month.

10. Adjournment

MOVE TO ADJOURN THE MEETING AT 6:24 P.M.

Motioned by Vice Chair Bruce A. Kaplan, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously



Peg Green
Board Clerk

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather Robey, by calling 887- 1010, ext. 2929, before the meeting.

Posted 10/1/21